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ADVERSARIAL COMPLAINTS

DOCUMENTS FOR FILING: Original adversarial complaint. The complaint shall bear an original signature.

TYPE OF NOTICE: Not applicable.

HEARING DATE: Not applicable.

TYPE OF CERTIFICATION OF SERVICE: Not required.

COPIES REQUIRED: Two copies are required for the Court. A “Filed” stamped copy will be returned to the plaintiff’s attorney with the summons.

PROPOSED ORDER: None.

FILING FEE: \$150.00. No fee is required if plaintiff is the chapter 7, 12, or 13 debtor. Make check or money order payable to “U.S. Bankruptcy Court”.

AMENDED CHAPTER 13 PLAN AND AMENDED CHAPTER 12 PLAN

DOCUMENTS FOR FILING: Original amended plan, notice fixing time to object to amended plan, and certificate of service. All documents shall bear an original signature.

TYPE OF NOTICE: Directed to creditors and parties of interest, allowing 20 days from the service date for objections to be filed.

HEARING DATE: Not applicable.

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the amended plan and notice have been mailed this date to all creditors and parties of interest as listed on debtor(s) matrix; or you may list the name and address of each person/entity served.

If the claims bar date has expired, you have the option of mailing the amendment and notice to only those creditors who have filed claims. If you select this option, the certificate of service shall state that the amended plan and notice have been mailed this date to parties of interest and creditors who have filed claims; or you may list the name and address of each person/entity served.

A list of claimants can be obtained from the Court's PACER System. Information on the Court's PACER System can be obtained by accessing the Court's Internet web site at <http://www.ilsb.uscourts.gov>.

COPIES REQUIRED: No extra copies are required for the Court. If you wish a "Filed" stamped copy returned for your records, submit an original and one copy of each document along with a self-addressed, stamped envelope.

PROPOSED ORDER: None.

FILING FEE: None.

AMENDED SCHEDULES

DOCUMENTS FOR FILING: Original amended schedule and certificate of service. Both documents shall bear an original signature. When amending schedules D, E, or F, the amendment and matrix should list only the creditors that have been added or revised.

TYPE OF NOTICE: Not applicable.

HEARING DATE: Not applicable.

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the amended schedules have been mailed this date to parties of interest and all entities affected by the amendment, by listing the name and address of each person/entity served.

COPIES REQUIRED: No extra copies are required for the Court. If you wish a “Filed” stamped copy returned for your records, submit an original and one copy of each document along with a self-addressed, stamped envelope.

PROPOSED ORDER: None.

FILING FEE: \$20.00 per schedule for D, E, and F. Make check or money order payable to “U.S. Bankruptcy Court”.

APPLICATION TO COMPROMISE CONTROVERSY

DOCUMENTS FOR FILING: Original application to compromise controversy, notice of application, and certificate of service. All documents shall bear an original signature.

TYPE OF NOTICE: Directed to creditors and parties of interest, and allowing 20 days from the service date for objections to be filed.

HEARING DATE: A hearing will be set by the Court if an objection is filed.

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the application and notice have been mailed this date to all creditors and parties of interest as listed on debtor(s) matrix; or you may list the name and address of each person/entity served.

COPIES REQUIRED: No extra copies are required for the Court. If you wish a “Filed” stamped copy returned for your records, submit an original and one copy of each document along with a self-addressed, stamped envelope.

PROPOSED ORDER: A proposed order shall be submitted at the time the application to compromise controversy is filed.

FILING FEE: None.

MOTION FOR RELIEF FROM AUTOMATIC STAY

DOCUMENTS FOR FILING: Original motion for relief from automatic stay, notice of motion, and certificate of service. All documents shall bear an original signature.

TYPE OF NOTICE: Directed to parties of interest, allowing 15 days from the service date for objections to be filed, and containing preliminary hearing information in the event an objection is filed.

HEARING DATE: To obtain a preliminary hearing date, call the Clerk's office. The number to call for cases starting with a 3 after the year is (618) 482-9400. The number to call for cases starting with a 4 or 6 after the year is (618) 435-2200. The following information will be needed when calling for a preliminary hearing date:

- the bankruptcy case number
- the date that the Motion and Notice will be mailed

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the motion for relief from automatic stay and notice of motion have been mailed this date to parties of interest by listing the name and address of each person/entity served.

COPIES REQUIRED: No extra copies are required for the Court. If you wish a "Filed" stamped copy returned for your records, submit an original and one copy of each document along with a self-addressed, stamped envelope.

PROPOSED ORDER: Submit a proposed order for relief from the co-debtor stay, for annulment of the automatic stay, or if submitting an order that is agreed or consented to.

FILING FEE: \$75.00. Make check or money order payable to "U.S. Bankruptcy Court".

NOTE: See page 7 for a sample of the "Notice of Motion" from the Local Rules for the Southern District of Illinois.

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS

In Re:

In Proceedings
Under Chapter _____

(Debtors)

Case No.

(Movant)

(Respondents)

NOTICE OF MOTION FOR RELIEF FROM AUTOMATIC STAY,
PROVISION DIRECTING RESPONSE THERETO, AND SETTING
HEARING ON OBJECTIONS, IF ANY

The above captioned persons shall take notice that a motion or other request to lift the automatic stay in the above captioned bankruptcy has been mailed this date to the *_____.
_____. A copy attached hereto.

Any objections to the attached motion must be filed with the Court on or before the
* (1) _____ day of _____, 19____, with a copy forwarded to _____ * (2) _____
_____.

If no objections to the relief sought are timely filed, the Court will enter an order granting the motion.

In the event an objection is filed, a preliminary hearing on the motion will be held before the Court at * (3) _____ a.m./p.m. on the day of _____, 19____, at the U.S. Bankruptcy Court
_____. If a party fails to appear in person or by counsel, the Court may proceed with the scheduled hearing and may enter an appropriate order or judgment, including dismissal of the pending motion.

***Insert appropriate Clerk's Office:**

U. S. Bankruptcy Court for the Southern District of Illinois, 750 Missouri Avenue, POB 309, East St. Louis, Illinois 62202-0309

U.S. Bankruptcy Court for the Southern District of Illinois, 301 West Main Street, Benton, Illinois 62812

*** (1) fifteen (15) days from date of service**

*** (2) insert movant(s) name and address**

*** (3) obtain the hearing date and Court location by telephoning the Clerk's Office at (618) 482-9400 for East St. Louis cases; (618) 435-2200 for Benton cases.**

MOTION TO AVOID LIEN

DOCUMENTS FOR FILING: Original motion to avoid lien, notice of motion, and certificate of service. All documents shall bear an original signature.

TYPE OF NOTICE: Directed to parties of interest and allowing 20 days from the service date for objections to be filed.

HEARING DATE: A hearing will be set by the Court if an objection is filed.

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the motion to avoid lien and notice of motion have been mailed this date to the parties of interest by listing the name and address of each person/entity served.

COPIES REQUIRED: No extra copies are required by the Court. If you wish a “Filed” stamped copy returned for your records, submit an original and one copy of each document along with a self-addressed, stamped envelope.

PROPOSED ORDER: None.

FILING FEE: None.

MOTION TO CONVERT TO CHAPTER 7 OR NOTICE OF VOLUNTARY CONVERSION TO CHAPTER 7

DOCUMENTS FOR FILING: Original motion to convert to chapter 7 or notice of voluntary conversion to chapter 7. The document shall bear an original signature.

TYPE OF NOTICE: Not applicable.

HEARING DATE: Not applicable.

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the motion to convert or notice of voluntary conversion has been mailed this date to parties of interest by listing the name and address of each person/entity served.

COPIES REQUIRED: No extra copies are required for the Court. If you wish a “Filed” stamped copy returned for your records, submit an original and one copy along with a self-addressed, stamped envelope.

PROPOSED ORDER: None.

FILING FEE: \$15.00. Make check or money order payable to “U.S. Bankruptcy Court”.

MOTION TO DECONSOLIDATE

DOCUMENTS FOR FILING: Original motion to deconsolidate. The motion shall bear an original signature.

TYPE OF NOTICE: Not applicable.

HEARING DATE: Not applicable.

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the motion to deconsolidate has been mailed this date to the parties of interest by listing the name and address of each person/entity served.

COPIES REQUIRED: No extra copies are required for the Court. If you wish a “Filed” stamped copy returned for your records, submit an original and one copy along with a self-addressed, stamped envelope.

PROPOSED ORDER: A proposed order shall be submitted at the time the motion to deconsolidate is submitted for filing.

FILING FEE: \$77.50. Make check or money order payable to “U.S. Bankruptcy Court”.

MOTION TO TERMINATE GARNISHMENT

DOCUMENTS FOR FILING: Original motion to terminate garnishment, notice of motion, and certificate of service. All documents shall bear an original signature.

TYPE OF NOTICE: Directed to parties of interest, allowing 20 days from the service date for objections to be filed, and containing hearing information in the event an objection is filed.

HEARING DATE: To obtain a hearing date, call the Clerk's office. The number to call for cases starting with a 3 after the year is (618) 482-9400. The number to call for cases starting with a 4 or 6 after the year is (618) 435-2200. The following information will be needed when calling for the hearing date:

- the bankruptcy case number
- the date that the motion and notice will be mailed

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the motion to terminate garnishment and notice of motion have been mailed this date to the parties of interest by listing the name and address of each person/entity served.

COPIES REQUIRED: No extra copies are required for the Court. If you wish a "Filed" stamped copy returned for your records, submit an original and one copy of each document along with a self-addressed, stamped envelope.

PROPOSED ORDER: A proposed order shall be submitted at the time the motion to terminate garnishment is submitted for filing.

FILING FEE: None.

NEW BANKRUPTCY CASES

DOCUMENTS FOR FILING: An original voluntary petition. The voluntary petition shall bear an original signature by the debtor(s) and the attorney for the debtor(s).

TYPE OF NOTICE: Not applicable.

HEARING DATE: Not applicable.

TYPE OF CERTIFICATION OF SERVICE: Not applicable.

COPIES REQUIRED: The Court requires an original and three copies for chapter 7, 12, and 13 voluntary petitions. If you wish a “Filed” stamped copy returned for your records, submit an original and four copies of the voluntary petition along with a self-addressed, stamped envelope. The Court requires an original and six copies for chapter 11 voluntary petitions. If you wish a “Filed” stamped copy returned for your records, submit an original and seven copies of the voluntary petition along with a self-addressed, stamped envelope. No extra copies are required of the creditor matrix and verification of creditor matrix.

PROPOSED ORDER: None.

FILING FEE:	Chapter 7 - \$200.00	Involuntary Chapter 7 - \$200.00
	Chapter 13 - \$185.00	Involuntary Chapter 11 - \$830.00
	Chapter 12 - \$230.00	
	Chapter 11 - \$830.00	

Make check or money order payable to “U.S. Bankruptcy Court”.

NOTES: Do not include debtor(s) or attorney for the debtor(s) on the creditor matrix. See page 13 for a matrix template with instructions.

MATRIX TEMPLATE

This guide can be used over and over **DO NOT DESTROY**.

PLACE PLAIN BOND PAPER IN FRONT OF GUIDE. Heavy black lines will show through. Type Name/Address on the plain sheet of paper within black lines.

DO NOT include the following people, they will automatically be retrieved from the computer database: **Debtor(s), Attorney for the Debtor(s).**

Things to Avoid

Using incorrect typeface or print style. Use only the Courier 10 and Prestige Elite typeface or print style. Make certain that your typewriter is set for 10 pitch if you are using a 10 pitch type style/pitch.

Making extra marks on the matrix - such as dates, debtor(s) name, pencil marks.

Poor quality type caused by using exhausted typewriters or ribbons or using fabric ribbons.

Misaligned lists caused by improper alignment when making corrections.

Typing creditor information in upper case only. (All capital letters). Type in upper and lower case as you would on a letter.

Typing zip codes on any address line other than the last line. **DO NOT** type attention lines or account numbers on the last line; put this information on the second line of the name/address if needed.

NOTICE OF INTENT TO SELL

DOCUMENTS FOR FILING: Original notice of intent to sell and certificate of service. Both documents shall bear an original signature.

TYPE OF NOTICE: Directed to creditors, allowing 20 days from the service date for objections to be filed, allowing 20 days from the service date for higher bids for a private sale, and containing hearing information in the event an objection is filed.

HEARING DATE: To obtain a hearing date, call the Clerk's office. The number to call for cases starting with a 3 after the year is (618) 482-9400. The number to call for cases starting with a 4 or 6 after the year is (618) 435-2200. The following information will be needed when calling for the hearing date:

- the bankruptcy case number
- the date that the notice of intent to sell will be mailed
- the auction date if it is a public sale

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the notice of intent to sell has been mailed this date to all creditors and parties of interest as listed on debtor(s) matrix; or you may list the name and address of each person/entity served.

COPIES REQUIRED: No extra copies are required for the Court. If you wish a "Filed" stamped copy returned for your records, submit an original and one copy along with a self-addressed, stamped envelope.

PROPOSED ORDER: None.

FILING FEE: None.

OBJECTION TO CLAIM IN A CHAPTER 13

DOCUMENTS FOR FILING: Original objection to claim, notice of objection to claim, and certificate of service. All documents shall bear an original signature.

TYPE OF NOTICE: Directed to parties of interest, allowing 30 days for responses, and containing hearing information in the event a responsive pleading is filed.

HEARING DATE: To obtain a hearing date, call the Clerk's office. The number to call for cases starting with a 3 after the year is (618) 482-9400. The number to call for cases starting with a 4 or 6 after the year is (618) 435-2200. The following information will be needed when calling for the hearing date:

- the bankruptcy case number
- the date that the objection to claim and notice will be mailed

You may also obtain the hearing date for an objection to claim in a chapter 13 by accessing the Court's Internet web site at <http://www.ilsb.uscourts.gov>.

TYPE OF CERTIFICATION OF SERVICE: The certificate shall state that the objection to claim and notice have been mailed this date to parties of interest by listing the name and address of each person/entity served. The claimant and/or attorney for claimant must be served using the exact address appearing on the creditor's proof of claim.

COPIES REQUIRED: No extra copies are required for the Court. If you wish a "Filed" stamped copy returned for your records, submit an original and one copy of each document along with a self-addressed, stamped envelope.

PROPOSED ORDER: A proposed order shall be submitted at the time the objection to claim is submitted for filing.

FILING FEE: None.

NOTE: See page 16 for a sample of the "Notice of Objection to Claim" from the Local Rules for the Southern District of Illinois.

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

In Re:

In Proceedings Under
Chapter 13

Debtor(s)

BK No.

(Objector)

vs.

(Respondent)

NOTICE OF OBJECTION TO CLAIM

An objection to your claim has been mailed this date to the U.S. Bankruptcy Court at
*_____. A copy is attached hereto.

Any response in opposition to the objection must be filed with the Court within thirty (30) days of the date of this Notice, with a copy forwarded to all interested parties. If no response is filed, the Court will enter an order sustaining the objection and disallowing or modifying the claim without further notice to any party.

If a response is filed, a hearing on the objection will be held at 9:00 a.m. on the _____ day of _____, 19__, before the United States Bankruptcy Court, _____.**

If a party fails to appear in person or by counsel, the Court may proceed with the scheduled hearing and may enter an appropriate order on the objection. You will receive no further notice of the hearing.

*** Insert appropriate Clerk's office:**

U.S. Bankruptcy Court for the Southern District of Illinois, 750 Missouri Avenue, P.O. Box 309, East St. Louis, Illinois 62202-0309

U.S. Bankruptcy Court for the Southern District of Illinois, 301 West Main Street, Benton, Illinois 62812

**** Obtain the hearing date and Court location by visiting our web site at <http://www.ilsb.uscourts.gov> or by telephoning the Clerk's Office at (618) 482-9400 for East St. Louis cases or (618) 435-2200 for Benton cases.**

GENERAL INFORMATION

VOICE CASE INFORMATION SYSTEM: Information on cases can be obtained free of charge, twenty-four hour a day, seven days a week by using the Voice Case Information System (VCIS). The number for the VCIS line is (618) 482-9365 or 1-800-726-5622. To obtain case information from the clerk's office will require a written request along with a \$15.00 search fee.

INTERNET WEB SITE: The Internet web site for the Southern District of Illinois is <http://www.ilsb.uscourts.gov>. See page 19 for a list of what can be found at the web site.

PUBLIC ACCESS TO COURT ELECTRONIC RECORDS (PACER): Information on the Court's PACER System can be obtained by accessing the Court's Internet web site.

COURT ADDRESSES AND PHONE NUMBERS:

- U.S. Bankruptcy Court
PO Box 309
750 Missouri Avenue
East St. Louis, IL 62202-0309
(618) 482-9400
- U.S. Bankruptcy Court
PO Box 1150
301 West Main Street
Benton, IL 62812-1150
(618) 435-2200

HEARING LOCATIONS:

- Melvin Price Federal Building
750 Missouri Avenue
East St. Louis, IL 62202

- Federal Courthouse
301 West Main Street
Benton, IL 62812
- Federal Building, Room 222
501 Belle Street
Alton, IL 62002
- Effingham County Office Building
Courtroom, First Floor
101 North 4th Street
Effingham, IL 62401



United States Bankruptcy Court - Southern District of Illinois

The United States Bankruptcy Court for the Southern District of Illinois announces the availability of its Internet web site at:

<http://www.ilsb.uscourts.gov>

What can you find on our web site?

- ▶ Filing Fees
- ▶ Local Rules
- ▶ Court Addresses/Phone Numbers
- ▶ Forms
- ▶ Court Announcements
- ▶ VCIS Instructions
- ▶ PACER Instructions

What do you need to access our web site?

- ▶ Internet access
- ▶ Web browser software (e.g., Netscape Navigator or Microsoft Internet Explorer)
- ▶ Adobe Acrobat Reader (Optional)

To contact us with comments or suggestions about this new service, e-mail Keith_Null@ilsb.uscourts.gov or contact Mary Kelemetc, Systems Manager at (618) 482-9308 or Keith Null, Assistant Systems Manager at (618) 482-9410.